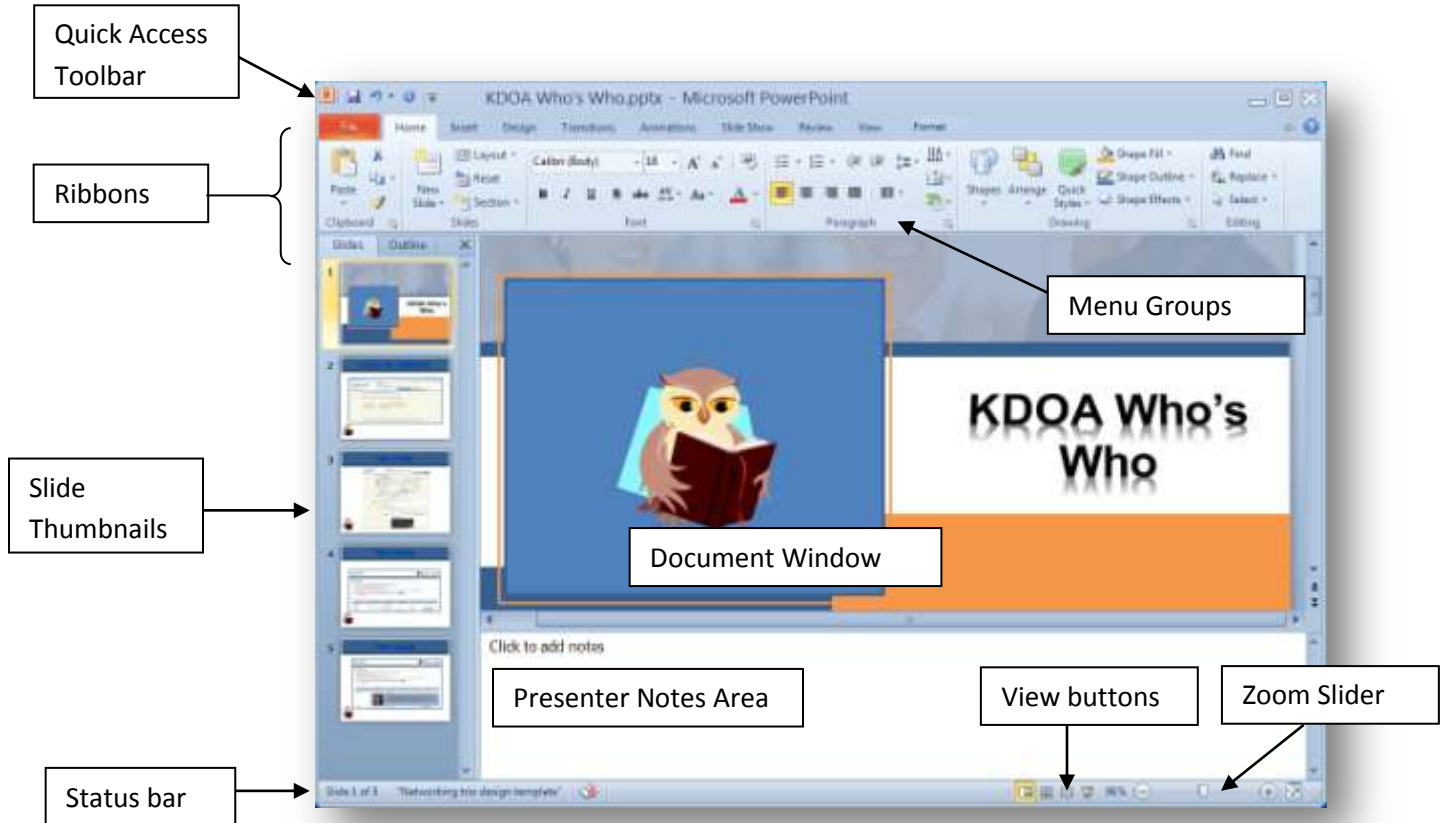




# Microsoft PowerPoint 2010

## Changes from Version 2007

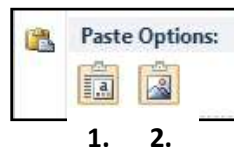
### PowerPoint 2010 Home Screen



### Cut, Copy, and Paste

Paste is now enabled with Live Preview. Use the right mouse button to display the live preview before you commit to paste. Also, there are two paste options as listed below:

1. Use Destination Theme
2. Paste as a Picture



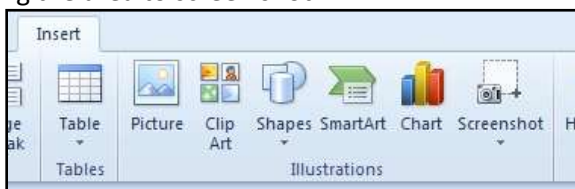
### Photo Effects Added

PowerPoint 2010 provides improved editing tools with a new set of Photo Effects that enable you to transform your images.

- Video and audio editing
- Graphics, transitions, and animations
- Help and translation

### Screenshot Graphic Tool

An added tool on the Insert ribbon is Screenshot / Screen Clipping. This option will display all the available windows open and will take a screen shot and insert it directly into PowerPoint as a graphic. Screen Clipping – allows manually selecting the area to screen shot.



### Maximum Sound File Size

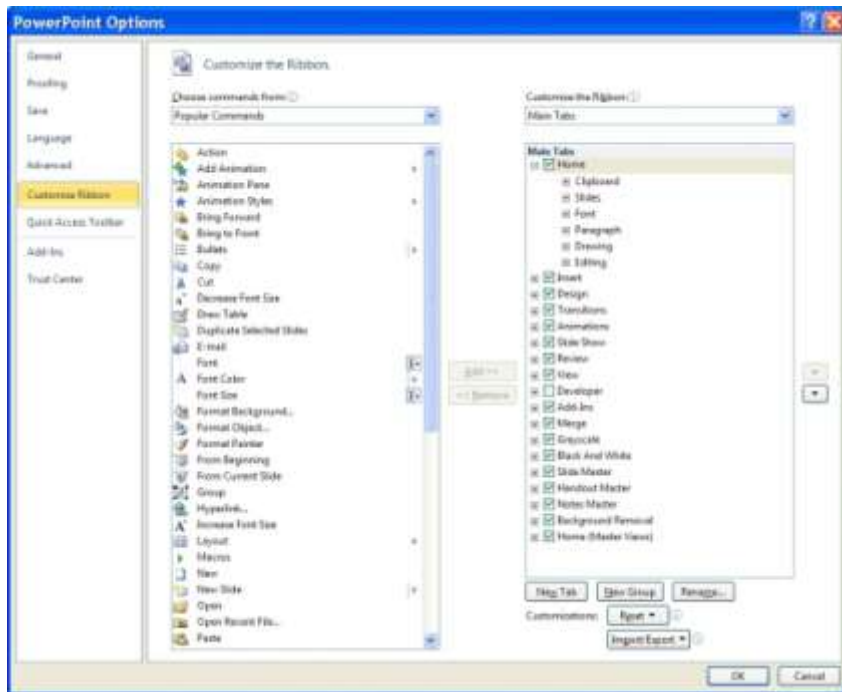
The audio/video link and embed feature has replaced the maximum sound file size embed feature. Previously, you were only able to embed .wav files less than a certain size. In PowerPoint 2010, you can embed any file of any size.



# Microsoft PowerPoint 2010

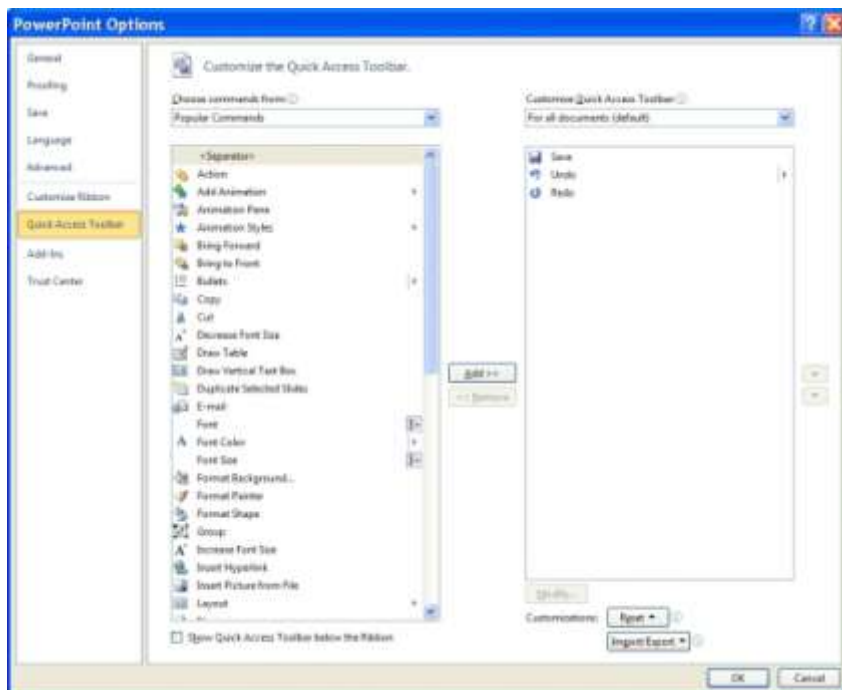
## Changes from Version 2007

### The Ribbon

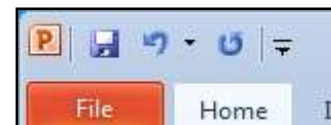


The ribbon provides quicker access to all the commands in PowerPoint 2010 and allows for easier future additions and customizations. You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To customize or create a new ribbon, click on the File Ribbon Tab - Options then Customize Ribbon.

### The Quick Access Toolbar



Office 2010 has improved the functionality of the Quick Access Toolbar. You can now just right-click a ribbon icon to add it to the Toolbar. Also, if you work on multiple computers you can now import your Quick Access Toolbar customizations on all your computers.



- Add to Quick Access Toolbar
- Customize Quick Access Toolbar...
- Show Quick Access Toolbar Below the Ribbon
- Customize the Ribbon...
- Minimize the Ribbon

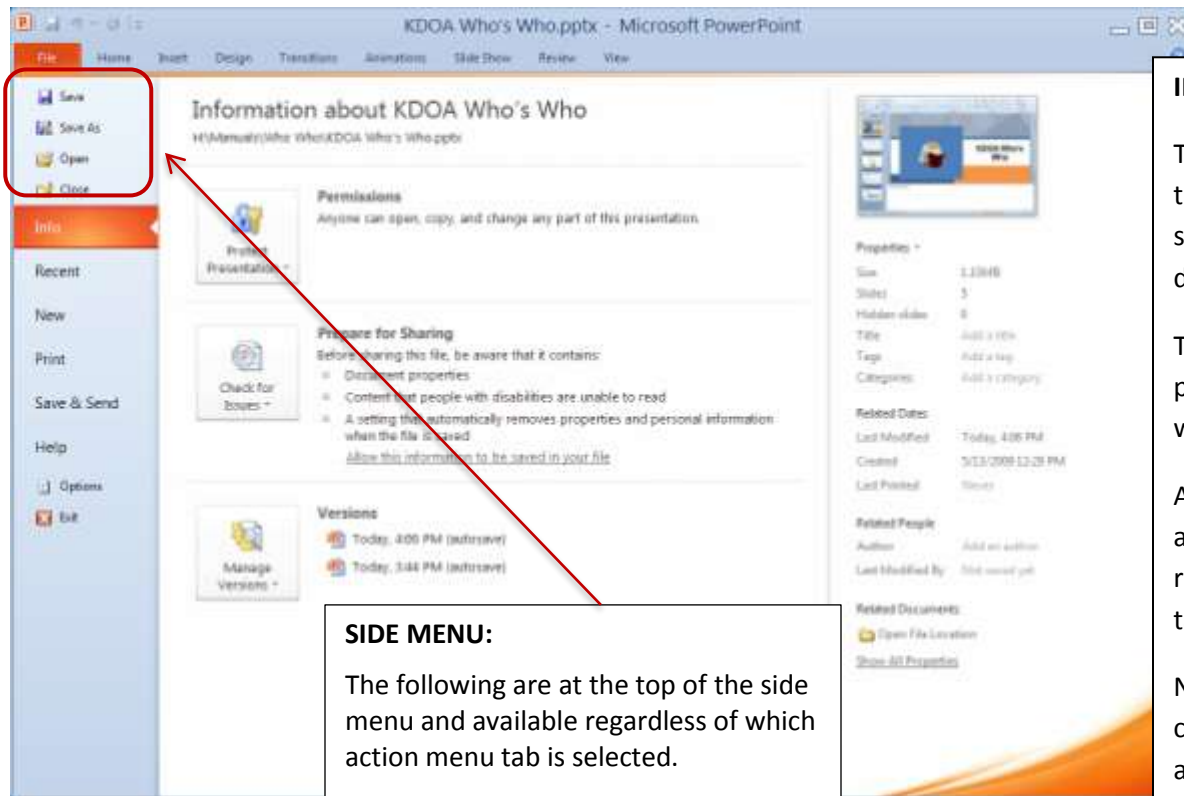


# Microsoft PowerPoint 2010

## Changes from Version 2007

### The File Tab

The File tab replaces the Microsoft Office Button. The File Tab, also referred to as the Backstage view, helps you find frequently used features for managing your files and the data about the files, such as creating and saving files, inspecting for personal information, and setting file and PowerPoint options.



#### INFO ACTION TAB:

The info view displays the properties and statistics of the document.

The document can be protected (use caution with this option).

Autosave versions can also be accessed and restored now from this tab.

Note: Once the file is closed properly, the autosave versions are deleted from the temporary location.

#### SIDE MENU:

The following are at the top of the side menu and available regardless of which action menu tab is selected.

- Save
- Save As
- Open
- Close

### Protected View

Files from a potentially unsafe location (such as the Internet or an e-mail attachment) or files that contain active content (such as macros, data connections, or ActiveX controls) are validated and can open in Protected View. When files are opened in Protected View mode, the editing functions are disabled. You can open and edit files from trusted sources by clicking Enable Editing message.

### Convert a Document to PowerPoint 2010

No conversion is necessary. The default file format has not changed in Microsoft Office 2010. When you open a document in PowerPoint 2010, it will open in one of three modes:

- PowerPoint 2010
- PowerPoint 2007 compatibility mode
- PowerPoint 97-2003 compatibility mode

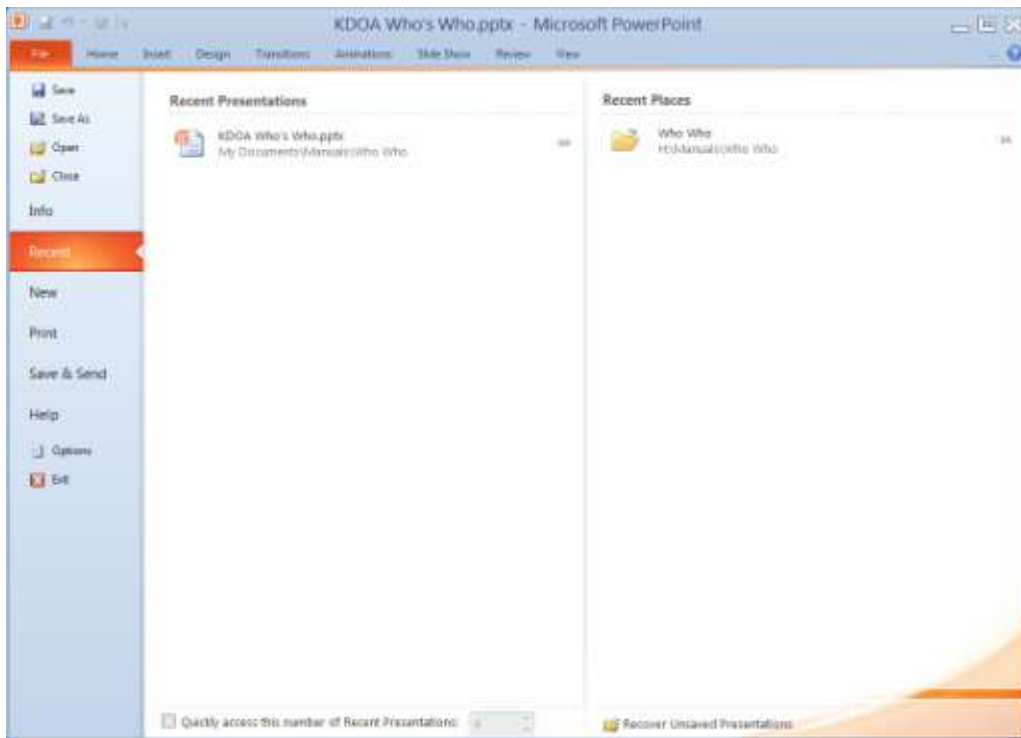
However, the option to save the presentation as a web page has been removed. Any presentation that will be used as a training course, will need to be converted by ISD to an actual web-based course.



# Microsoft PowerPoint 2010

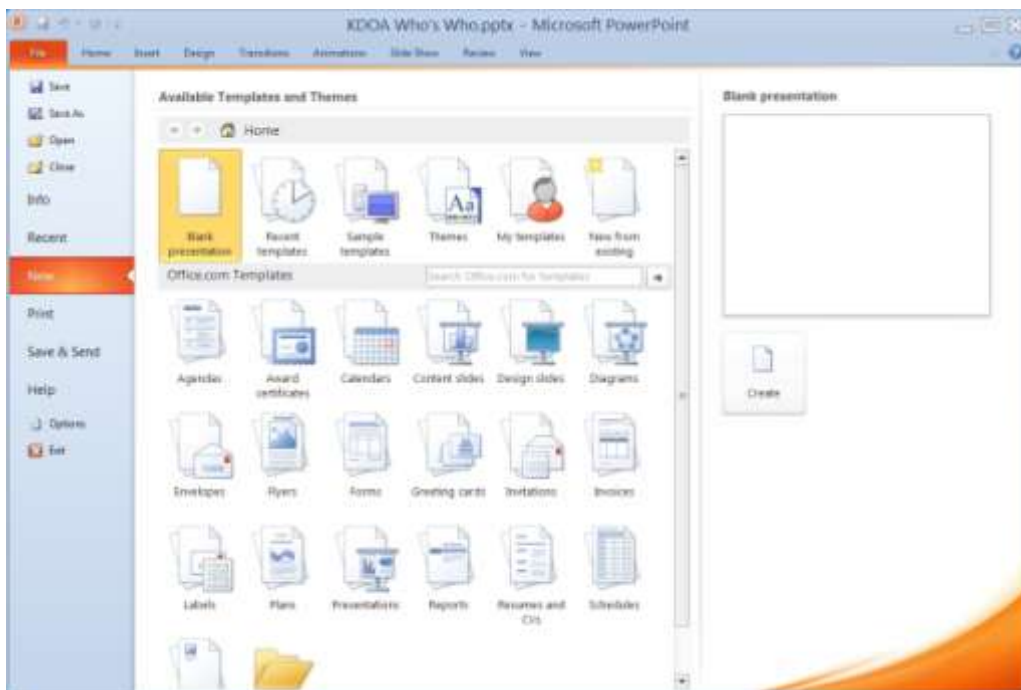
## Changes from Version 2007

### The File Tab *(continued)*



#### RECENT TAB:

PowerPoint 2010 now has the options of selecting the most recent file or the location



#### NEW TAB:

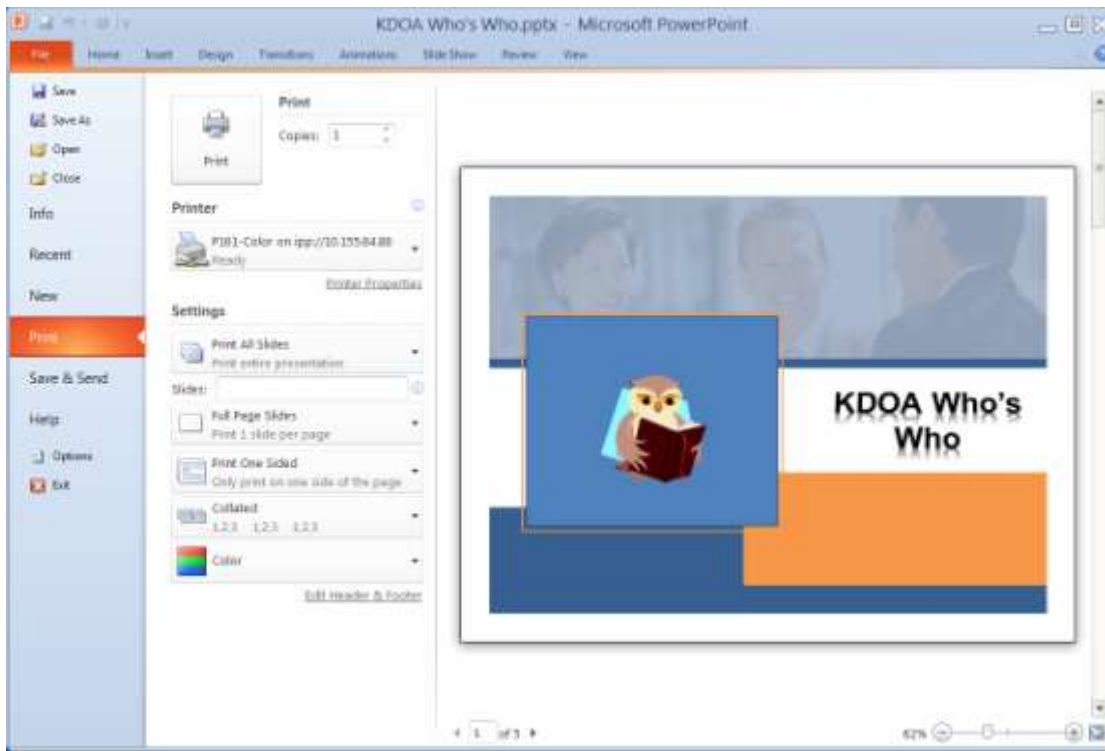
Displays the Template options within PowerPoint 2010.



# Microsoft PowerPoint 2010

## Changes from Version 2007

### The File Tab *(continued)*



#### **PRINT TAB:**

The print view is now incorporated within the printer selection. At the bottom of the screen are navigation arrows to forward through the pages of the document.

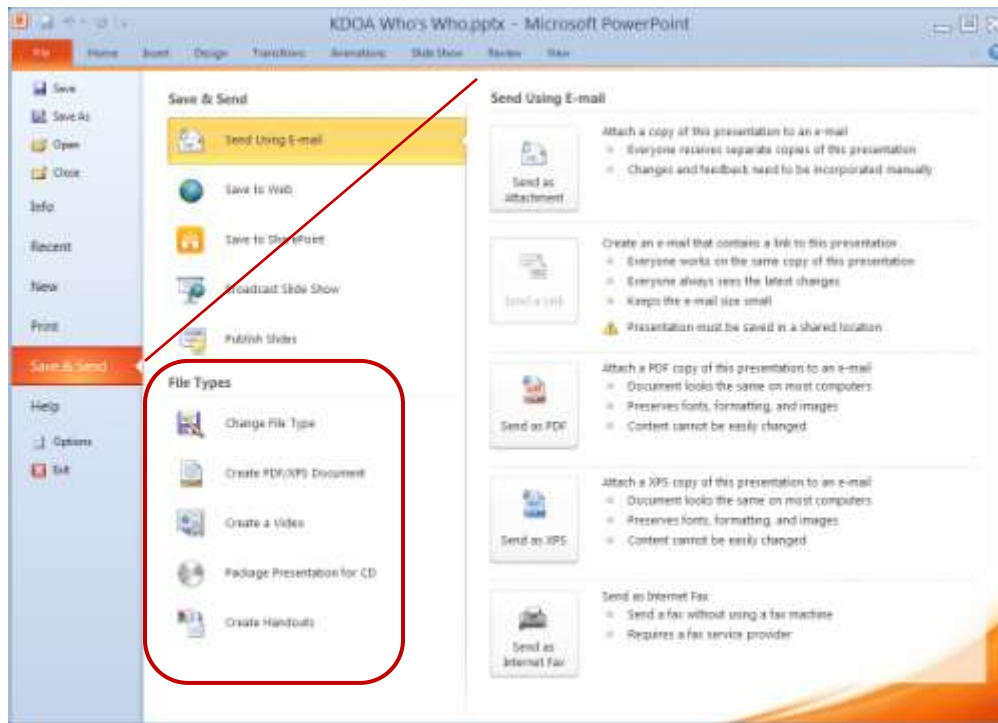
The Create Handouts is now in the Save & Send tab.



# Microsoft PowerPoint 2010

## Changes from Version 2007

### The File Tab *(continued)*



#### SAVE & SEND TAB:

Use only the two options under the “File Types” heading.

- Change File Types
- Create PDF
- Create a Video
- Package the Presentation on a CD
- Create Handouts – The handouts are for the Presenter. It will move the slides and notes to Word.

Do Not use the Save & Send Options until Outlook is implemented as our E-Mail System.

The Save to Web and Broadcast Slide Show options require outside 3<sup>rd</sup> party access. There are security issues with these options. Save to Web see ISD. Broadcast a Slide Show can be accomplished by the existing InterCall Web Conferencing.